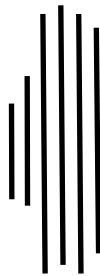


# 2016

## TUTORIAL: HOW TO MAKE AN ORCID ID

# ORCID

Connecting Research  
and Researchers



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<https://dx.doi.org/10.6084/m9.figshare.3988863.v1>

Mochammad Tanzil Multazam  
Universitas Muhammadiyah Sidoarjo

8/16/2016

# TUTORIAL

## HOW TO MAKE ORCID ID

By: Mochammad Tanzil Multazam, M.Kn. and Fika Megawati, M.Pd.

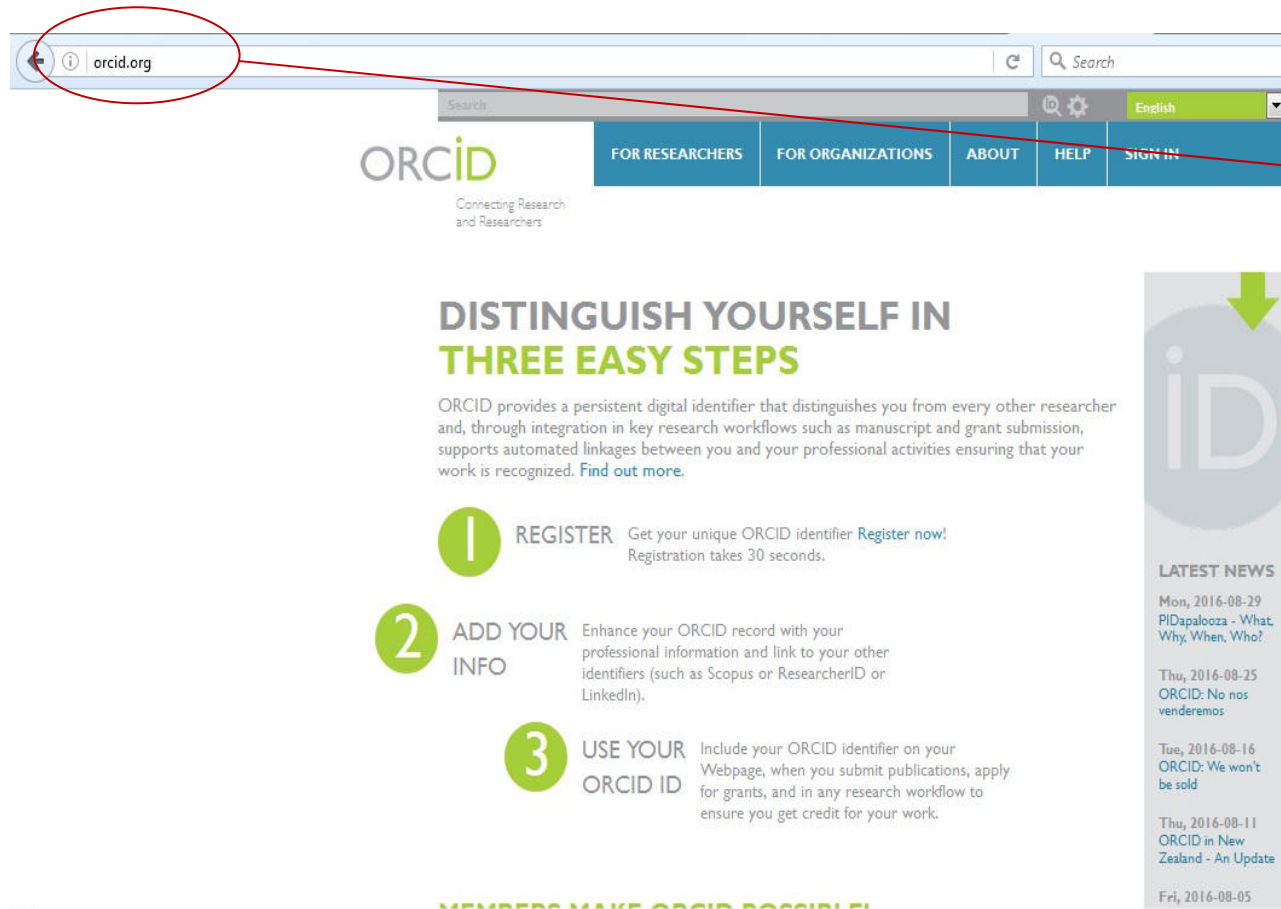
 0000-0002-6373-1199

“ ORCID was founded to deliver a specific goal: every researcher who wants to have a unique lifelong identifier should have one, and be free to use it in their daily work. Every time a researcher, scholar, or other knowledge worker shares their ideas, they should be able to connect their identifier to their ideas. Every expression of knowledge – in whatever form it takes – should be connected to the people who created it and the places and spaces where the ideas were developed. This is summed up by our vision of a world where all who participate in research, scholarship, and innovation are uniquely identified and connected to their contributions and affiliations across disciplines, borders, and time. “

-----Laura Haak, (ORCID Executive Director)---

(<http://orcid.org/blog/2016/08/16/orcid-we-wont-be-sold>)

## STEP 1



type **orcid.org** on your url address, then click Enter.

Your screen performance will be like in the picture.

## STEP 2

The screenshot shows the ORCID.org homepage. At the top, there is a navigation bar with the ORCID logo and the tagline "Connecting Research and Researchers". To the right of the logo is a navigation menu with links: "FOR RESEARCHERS", "FOR ORGANIZATIONS", "ABOUT", "HELP", and "SIGN IN". The "FOR RESEARCHERS" link is circled in red. Below this link are three sub-links: "SIGN IN", "REGISTER FOR AN ORCID ID", and "LEARN MORE". A red arrow points from the "REGISTER FOR AN ORCID ID" link to a text box on the right. Below the navigation bar, the main content area features the heading "DISTINGUISH YOURSELF IN THREE EASY STEPS". Under this heading, there is a paragraph explaining that ORCID provides a persistent digital identifier. Below the paragraph are three numbered steps: 1. REGISTER (Get your unique ORCID identifier. Register now! Registration takes 30 seconds.), 2. ADD YOUR INFO (Enhance your ORCID record with your professional information and link to your other identifiers (such as Scopus or ResearcherID or LinkedIn).), and 3. USE YOUR ORCID ID (Include your ORCID identifier on your Webpage, when you submit publications, apply for grants, and in any research workflow to ensure you get credit for your work.). On the right side of the page, there is a "LATEST NEWS" section with a list of recent updates.

ORCID  
Connecting Research and Researchers

FOR RESEARCHERS FOR ORGANIZATIONS ABOUT HELP SIGN IN

SIGN IN REGISTER FOR AN ORCID ID LEARN MORE

### DISTINGUISH YOURSELF IN THREE EASY STEPS

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognized. [Find out more.](#)

- 1 REGISTER** Get your unique ORCID identifier [Register now!](#)  
Registration takes 30 seconds.
- 2 ADD YOUR INFO** Enhance your ORCID record with your professional information and link to your other identifiers (such as Scopus or ResearcherID or LinkedIn).
- 3 USE YOUR ORCID ID** Include your ORCID identifier on your Webpage, when you submit publications, apply for grants, and in any research workflow to ensure you get credit for your work.

**LATEST NEWS**

- Mon, 2016-08-29  
[PIDapalooza - What, Why, When, Who?](#)
- Thu, 2016-08-25  
[ORCID: No nos venderemos](#)
- Tue, 2016-08-16  
[ORCID: We won't be sold](#)
- Thu, 2016-08-11  
[ORCID in New Zealand - An Update](#)
- Fri, 2016-08-05

Direct your cursor on "For Researchers", there are three options to choose. Then, click "Register for an ORCID ID".

## LANGKAH 3

### Register for an ORCID iD

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities ensuring that your work is recognised.

As per ORCID's [terms and conditions](#), you may only register for an ORCID iD for yourself.

After following previous direction, you will see this menu on your screen

First name

Write your first name. e.g. Mochammad Tanzil (Mochammad Tanzil Multazam)

Last name

Write your last name e.g. Multazam (Mochammad Tanzil Multazam)

Email

Write your active Email with institution domain e.g. mtanzilmultazam@umsida.ac.id

Re-enter email

Rewrite your Email for confirmation

Create an ORCID password

Write your password to open your ORCID ID

Confirm ORCID password

Rewrite your password for confirmation

Your ORCID iD connects with your ORCID Record that can contain links to your research activities, affiliations, awards, other versions of your name, and more. You control this content and who can see it.

By default, who should be able to see information added to your ORCID Record?

☐ ☒ ☐ ☐

Select one of the settings. Click Public (green) if you want your ORCID ID can be seen by everyone. Select Limited (yellow) if you want your ORCID ID can be seen by orcid members only. Select Private (red) if you want your ORCID ID can be seen by yourself. (green is recommended).

Email frequency

The ORCID registry provides notifications about things of interest, like changes to your ORCID record and new and events. How often would you like these notifications delivered to you via email?

Select the time for receiving change or addition notification in your ORCID account.

☐ I'm not a robot

Don't forget to tick on captcha

Terms of Use \*

☐

I agree to the [privacy policy](#) and [terms and conditions of use](#), including agreeing to my data being processed in the US and being publicly accessible where marked Public.

Tick the terms & condition.

Register

Click register

## STEP 4



Dear Evi Rinata,

Thank you for registering for an ORCID identifier. To complete your registration please verify your email address.

Verify your email address

Or copy and paste this link into your browser's address bar:

[https://orcid.org/verify-email/eFB5cXJzTnp3TEtEY1F5Ri9yOWJFNH\[VwVVNBVURHQWRBTy9KcEc2T09PQ09CYkFLaEswQzhrZfVvMVBDVVB6WA?lang=en](https://orcid.org/verify-email/eFB5cXJzTnp3TEtEY1F5Ri9yOWJFNH[VwVVNBVURHQWRBTy9KcEc2T09PQ09CYkFLaEswQzhrZfVvMVBDVVB6WA?lang=en)

- Your ORCID iD is [0000-0002-6489-0896](#)
- The link to your public record is <http://orcid.org/0000-0002-6489-0896>

Open your email that is written in step 3. Click **“Verify your email address”** on email sent by **support@verify.orcid.org**

## STEP 5

This is the performance after you click “verify” in the previous step

The screenshot shows the ORCID iD profile page for Mochammad Tanzil Multazam. The header includes a search bar, the ORCID logo, and navigation links for researchers, organizations, about, help, and sign out. The user's name is displayed in green, followed by their ORCID ID and a link to view the public version. A list of known names is provided below. The main content area shows a biography section with a list of activities: Education (2), Employment (2), Funding (2), Works (2), and Peer review (6). A specific peer review activity for Universitas Muhammadiyah Sidoarjo is highlighted.

Search

ORCID

Connecting Research and Researchers

FOR RESEARCHERS

FOR ORGANIZATIONS

ABOUT

HELP

SIGN OUT

MY ORCID RECORD

INBOX (4)

ACCOUNT SETTINGS

DEVELOPER TOOLS

LEARN MORE

2,525,871 ORCID iDs and counting. [See more...](#)

**Mochammad Tanzil Multazam**

**ORCID ID**

[orcid.org/0000-0002-6373-1119](https://orcid.org/0000-0002-6373-1119)

[View public version](#)

[Get a QR Code for your iD](#)

Also known as

Azam,

MT Multazam,

Tanzil Multazam,

M Tanzil Multazam,

MTM,

Tanzil,

M Tanzil M,

Mochammad Tanzil M

**Biography**

- Education (2)
- Employment (2)
- Funding (2)
- Works (2)
- Peer review (6)

Sort


review activity for [Universitas Muhammadiyah Sidoarjo\(6\)](#)



## LANGKAH 6

**Mochammad  
Tanzil  
Multazam**

### ORCID ID

 [orcid.org/0000-0002-6373-1199](https://orcid.org/0000-0002-6373-1199)

[View public version](#)

 Get a QR Code for your iD 

Also known as

Azam,

MT Multazam,

Tanzil Multazam,

M Tanzil Multazam,

MTM,

Tanzil,

M Tanzil M,

Klik

Klik

First Name

Mochammad Tanzil

Last Name

Multazam

Published Name

Mochammad Tanzil Multazam

Cancel

Save changes

Write your name you usually use when you write an article. click "save changes"

Write your common or popular name other people usually call you. click "save changes"

Click when you want to add new names.

## EDIT ALSO KNOWN AS

Azam

Source: Mochammad Tanzil Multazam

MT Multazam

Source: Mochammad Tanzil Multazam

Tanzil Multazam

Source: Mochammad Tanzil Multazam

Created: 2016-1-5

Created: 2016-1-26

Created: 2016-1-26



Cancel

Save changes

## LANGKAH 7

Country  
Indonesia

Keywords  
Business Law,  
Intellectual Property Law,  
Notary Law,  
Civil Law Notary,  
Latin Notary

Klik

Klik

EDIT COUNTRY

Indonesia

Source: Mochammad Tanzil Multazam

Created: 2016-1-24

Cancel Save changes

Select your original country. Click save changes.

EDIT KEYWORDS

Business Law

Source: Mochammad Tanzil Multazam

Notary Law

Intellectual Property Law

Created: 2015-8-11

Cancel Save changes

Write your interest, research scope, or research subject. click "save changes"

click everytime you add new keywords.

## LANGKAH 8

**Websites**

Lecturer Materials

Curriculum Vitae

**Emails**

tanzilmultazam@umsida.ac.id

**Other IDs**

ResearcherID: A-2135-2016

Loop profile: 367997

**EDIT WEBSITES**

Lecturer Materials

http://mtanzilmultazam.blogspot.com

Source: Mochammad Tanzil Multazam

Curriculum Vitae

https://id.linkedin.com/in/mochammad-tanzil-i

Source: Mochammad Tanzil Multazam

Created: 2016-1-5

Created: 2016-9-5

Cancel Save changes

**EDIT EMAILS**

My email address(es)

tanzilmultazam@umsida.ac.id Primary Email Current Verified

tanzilmultazam@umsida.ac.id Add

As per ORCID's [terms of use](#), you may only add email addresses that you have control over. An email to the added address will be sent immediately to ask for verification of address.

**Email frequency**

ORCID inbox notifications will appear immediately in your [ORCID inbox](#); please select how often you wish to receive an email summary of these notifications from the dropdown box below:

Weekly summary Save

Emails will be sent to your primary email address tanzilmultazam@umsida.ac.id. You may change your primary address above.

Please note that we may occasionally need to send you service announcements\* or other important information about ORCID in addition to your regularly scheduled emails.

\* Services announcement notifications about changes to ORCID services or policies are rare, and are sent to all ORCID registrants, regardless of your email frequency preferences.

Close

This will automatically appear if you have another ID which is integrated with ORCID such as Scopus ID (Elsevier), Researcher ID (Thomson Reuters), Loop (Frontier), etc.

This menu can be completed with google scholar link, linkedin, publon, personal url, or another link related to scientific activity.

This menu is used to change main email and agreement that have been inserted in step 3

## LANGKAH 9

### Biography



Click if you want to write description or your biography.

Direct the cursor on "+add education". Then there will be an option "+add manually". Click that option.

This menu is selected to decide the level of visitor who can see your data. See step 3.

## STEP 10

**ADD EDUCATION**

Institution \*

utrecht

**Universiteit Utrecht**  
Utrecht, Utrecht, academic

**Universitair Medisch Centrum Utrecht**  
Utrecht, Utrecht, academic/hospital

**Hogeschool Utrecht**  
Utrecht, Utrecht, academic

**University College Utrecht**  
Utrecht, Utrecht, academic/gen

**UMC Utrecht Hersencentrum Rudolf Magnus**

Department

Add department

Degree/title

Start date

Year

End date

Year

Add to list

**ADD EDUCATION**

**Remove**

Institution

Universiteit Utrecht  
Utrecht (Utrecht), academic

Display Institution \*

Universiteit Utrecht

Display city \*

Utrecht

Display state/region

Utrecht

Display country \*

Netherlands

Department

Add department

Degree/title

Start date

Year Month Day

End date (leave blank if current)

Year Month Day

Add to list Cancel

All data will be automatically filled, except four information. "Department", "Degree", "start date", dan "end date". Complete all information appropriately.

Filled with your institution nama. after you filled, name of your institution will automatically appear below. then click your institution.

## STEP 11

Completion principal in step 11 is same with step 10. Remember, **employment** is related to academic activity (both in progress and have been done).

**ADD EMPLOYMENT**

Institution/employer \*

Universitas Muhammadiyah Sidoarjo

Universitas Muhammadiyah Sidoarjo  
Sidoarjo, Jawa Timur, academic

Universitas Muhammadiyah Makassar  
Makassar, South Sulawesi, academic

Universitas Muhammadiyah Surakarta  
Surakarta, Jawa Tengah, academic

Universitas Muhammadiyah Malang  
Malang, Jawa Timur, academic

Universitas Muhammadiyah  
Surakarta, academic

Department

Add department

Role/title

Start date

Year Month Day

End date (leave blank if current)

Year Month Day

Add to list Cancel

**ADD EMPLOYMENT**

Institution/employer

Universitas Muhammadiyah Sidoarjo

Sidoarjo (Jawa Timur), academic

Display Institution/employer \*

Universitas Muhammadiyah Sidoarjo

Display city \*

Sidoarjo

Display state/region

Jawa Timur

Display country \*

Indonesia

Department

Add department

Role/title

Start date

Year Month Day

End date (leave blank if current)

Year Month Day

Add to list Cancel



## STEP 12

**▼ Funding (3)**

**+ Add funding** **↑ Sort**

**↗ Search & link**

**+ Add manually**

Verlijden dalam pembuatan akta notaris di Kabupaten Sidoarjo  
Kementerian Riset, Teknologi, dan Pendidikan Tinggi (Surabaya, Jawa Timur, Indonesia)  
2016-03 to 2016-11 | Grant  
Source: Mochammad Tanzil

### EDIT FUNDING

Funding type \*  
Grant

Funding subtype  
Grant of UMSIDA for Young Lecturer

Title of funded project \*  
The Shifting Of Village Autonomy Concept In Indonesia

Description [+ add translated title](#)  
This research tries to examine comprehensively about the different concepts of village autonomy in Law

Total funding amount  
IDR 30,000,000

Start date  
2015 12

End date (enter projected end date if current)  
2016 02

Role  
Co lead

**FUNDING AGENCY**

Funding agency name \*  
Universitas Muhammadiyah Sidoarjo

Funding agency city \*  
Sidoarjo

Funding agency region  
East Java

Funding agency country \*  
Indonesia

**GRANT NUMBER**

Grant number:  
Enter grant number

Grant URL  
Enter grant URL

Relationship  
☒ Self ☐ Part of

Alternate URL  
Add URL [+ Add another grant number](#)

**Save** **Cancel**

Direct your cursor on "add funding", click "add manually". (if you have got research fund from foreign research institution, you can click "Search and Link", and you will be guided to do configuration to Uber Wizard (Grant and Fund Database).

Fill in the column based on the Funding or Grant you have ever gained. (look at the example)

## STEP 13

▼ Works (2) + Add work Bulk edit Sort

Labour Rights Protection of Foreign Workers After Enactment of Law Number 6 of 2012 in Sidoarjo Regency  
Rechtsidee  
2015-06-15 | journal-article  
DOI: 10.21070/jihrv2i1.3

Source: Crossref

The Authority of National Land Deed and Auction Number 30 of 2004  
Rechtsidee  
2014-06-01 | journal-article  
DOI: 10.21070/jihrv2i1.3

Source: Crossref

### ADD WORK

Work category \*  
Publication

Work type \*  
Journal article

Title \*  
Labour Rights Protection of Foreign Workers After Enactment of Law Number 6 of 2012 in Sidoarjo Regency

Subtitle  
Rechtsidee

Journal title  
Rechtsidee

Publication date  
2015 06 15

CITATION  
Citation type  
BIBTEX

Citation  
year = 2015,  
month = (jun),

Description  
Add Description

#### WORK IDENTIFIERS

Identifier type  
doi: Digital object identifier

Identifier value  
10.21070/jihrv2i1.3

Identifier URL  
http://dx.doi.org/10.21070/jihrv2i1.3

Relationship  
Self Part of

URL  
Add URL

Language used in this form  
[dropdown]

Country of publication  
Select a country

Add to list Cancel

Direct the cursor on "add work", Select "Search & Link" if you have ever published in Scopus indexed Journal, crossref (DOI), PubMed, or you have Researcher ID. Or select "Import BibTeX" if you have data BibTeX publication. Or you can select "add manually" if you do not have publication based on criteria 2.

Example on Form completion, if we use search & link method and select "Crossref Metadata search" can also be applied if we select "add manually"



## STEP 14

▼ Peer review (7) IT Sort

▼ review activity for Universitas Muhammadiyah Sidoarjo(7) 👤 🔒

*publisher, Universitas Muhammadiyah Sidoarjo*

Review date	Type	Role	Actions
2015	review	reviewer	<a href="#">show details</a>   <a href="#">view</a>   <a href="#">🗑️</a>
2014	review	reviewer	<a href="#">show details</a>   <a href="#">view</a>   <a href="#">🗑️</a>
2014	review	reviewer	<a href="#">show details</a>   <a href="#">view</a>   <a href="#">🗑️</a>
2015	review	reviewer	<a href="#">show details</a>   <a href="#">view</a>   <a href="#">🗑️</a>
2014	review	reviewer	<a href="#">show details</a>   <a href="#">view</a>   <a href="#">🗑️</a>
2013	review	reviewer	<a href="#">show details</a>   <a href="#">view</a>   <a href="#">🗑️</a>
2016	review	reviewer	<a href="#">show details</a>   <a href="#">view</a>   <a href="#">🗑️</a>

The last coloumn will appear automatically if you have Publon account with verified Review. (You have to integrate your Publon Account with Orcid, which will be discussed in the next tutorial). Thank You.